

# CALIFORNIA PRISON INDUSTRY AUTHORITY

## INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (TOOL AND DIE) 5PI02

### OPEN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DENIAL OF FAMILY AND MEDICAL CARE LEAVE, DISABILITY, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY AND VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

<b>POSITIONS EXIST AT</b>	Avenal State Prison, Avenal; Folsom State Prison, Folsom; California State Prison, Solano, Vacaville.
<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications (entrance requirements). This is an <b>OPEN</b> examination.
<b>HOW TO APPLY</b>	<p>Applications (Form 678) are available, and must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200.</p> <p><b>DO NOT SEND APPLICATIONS TO THE CALIFORNIA HUMAN RESOURCES DEPARTMENT</b></p> <p>Please indicate the examination title and provide your original signature on your application. Applications received without an exam title and/or an original signature <u>will not be accepted</u>.</p>
<b>FINAL FILING DATE</b>	Applications (Form 678) must be <b>POSTMARKED</b> no later than <b>JANUARY 30, 2015</b> . Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason. Applications received via fax/electronically will not be accepted for any reason.
<b>QUALIFICATIONS APPRAISAL INTERVIEW</b>	It is anticipated that interviews will be held during <b>FEB/MAR 2015</b> .
<b>SALARY</b>	<b>\$4307-\$5421</b>
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
<b>ELIGIBLE LIST INFORMATION</b>	Names of successful competitors are merged into the list in order of final scores, regardless of dates. The list will be abolished 24 months after is established unless the needs of the service and conditions of the list warrant a change in this period.
<b>POSITION DESCRIPTION</b>	<p>This enterprise involves the manufacturing and design of tooling, jigs, fixtures, and dies which includes blanking, forming, drawing, progressive and cam dies used to manufacture various products.</p> <p>In support of the various manufacturing and service enterprises, the Industrial Supervisor, Prison Industries (Tool and Die) under direction, plans, schedules and supervises inmate labor, materials and equipment used for the repair, design, and manufacture of tooling, dies and fixtures used in the various PIA enterprises; makes recommendations to increase production efficiency, quality, and safety; recruits, trains, counsels, and actively supervises inmates in all aspects of tool and die work; evaluates inmate performance, and takes corrective action when warranted; participates in the Inmate Employability Program (I.E.P.); maintains records and prepares reports of the work performed in the Tool and Die Shop; assists in the equipment budget process for the Tool and Die Shop; instructs and documents the training of inmates regarding rules of conduct and safety regulations; maintains order and enforces the Director's Rules (Title XV) regarding inmate behavior, inmate movement (counts), tool and key control, and escape prevention; and regularly inspects and searches the work area and the inmates for contraband.</p>

<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the final filing date. <b>All applications/resumes must include “to” and “from” employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.</b>
<b>MINIMUM QUALIFICATIONS</b>	<p>Two years of production experience in a tool and die enterprise or trade. (Education, such as trade school, vocational education, or major in the trade at the community college, college, or university level may be substituted for the required experience on the basis that two years of education is equal to one year of the required work experience. Such education must include two years of course work in the specified industrial operation.)</p> <p>Promotional Candidates: Promotional candidates, including employees on training-and-development assignments, who are within six months of meeting the “Minimum Qualifications” for the specified promotional class, will be admitted to the examination but first must complete the required experience before they can be eligible for appointment.</p>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Tact, patience, and ability to work with persons confined in a correctional institution.
<b>SPECIAL PHYSICAL CHARACTERISTICS</b>	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.
<b>ADDITIONAL DESIRABLE QUALIFICATIONS</b>	Rating as a tool and die journeyman; supervisory experience; and education equivalent to completion of the 12 <sup>th</sup> grade, and assertiveness.
<b>EXAMINATION INFORMATION</b>	<p>This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of <b>70%</b> must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p> <p style="text-align: center;"><b>QUALIFICATIONS APPRAISAL – WEIGHTED 100%</b></p>
<b>SCOPE</b>	<p>A. <b>Knowledge of</b> (with particular reference to tool and die):</p> <ol style="list-style-type: none"> <li>1. Methods, materials, machinery, processes, tools, and equipment used in industrial operations to carry out work assignments</li> <li>2. Production scheduling and control to meet CALPIA deadlines</li> <li>3. Quality standards and control to maximize efficiency and cost effectiveness</li> <li>4. Safety practices and procedures to ensure a safe environment for employees</li> <li>5. Materials handling techniques to carry out work activities safely</li> <li>6. Principles of personnel management and supervision to accomplish goals and objectives</li> <li>7. Basic computers skills, including document creation, spreadsheets and CALPIA computer operating systems to ensure efficient record keeping</li> </ol> <p>B. <b>Ability to</b> (with particular reference to tool and die):</p> <ol style="list-style-type: none"> <li>1. Set up, repair, maintain, adjust and operate required equipment to effectively carry out assignments</li> <li>2. Make labor and material estimates to determine product costs and manage profit information</li> <li>3. Instruct and supervise inmates in production techniques and safety practices to ensure compliance and effectiveness</li> <li>4. Maintain firm, impartial, and consistent discipline to successfully achieve CALPIA goals</li> <li>5. Understand rules, regulations, laws, and procedures to understand the impact of CALPIA programs</li> <li>6. Analyze situations accurately and take effective action to carry out assignments</li> <li>7. Keep records and prepare reports to convey information to management</li> <li>8. Communicate effectively at a level required to successfully perform the job</li> <li>9. Diagnose and troubleshoot damaged equipment to draw conclusions and make repairs as needed</li> </ol>

<b>EDUCATION AND EXPERIENCE</b>	If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to the standards developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination". Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.
<b>VETERANS' PREFERENCE/CAREER CREDITS</b>	<p><b>IMPORTANT CHANGES – EFFECTIVE JANUARY 1, 2014</b></p> <p><a href="#">Assembly Bill 372</a>, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. <b>Veterans Preference will be awarded as follows, starting on January 1, 2014:</b></p> <p>1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.</p> <p><b>HOW TO APPLY FOR VETERANS PREFERENCE</b></p> <p>The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at <a href="http://www.jobs.ca.gov">www.jobs.ca.gov</a> and on the Application for Veterans Preference form (<a href="#">CalHR 1093</a>). Additional information is also available at the Department of Veterans Affairs website at <a href="http://www.cdva.ca.gov">www.cdva.ca.gov</a>.</p>

#### GENERAL INFORMATION

Questions? If you have any questions concerning this announcement, please contact the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

For an examination without a written feature, it is the candidate's responsibility to contact the California prison industry authority at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department, and the Department noted on the front and at [www.pia.ca.gov](http://www.pia.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The California prison industry authority** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled at Folsom's central office and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

**Veterans' Preference Credits:** California Law allows granting of Veterans' Preference Credits in Open examinations and Open Non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in Open Non-promotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference points are on the veteran preference application (Form 10093), which is available from State Personnel Board Offices written test proctors, and the Department of Veterans Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement:** The California prison industry authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA PRISON INDUSTRY AUTHORITY  
560 EAST NATOMA STREET \* FOLSOM, CA 95630-2200  
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:  
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922